

## Document Scanning Checklist

Documents listed below are mandatory requirements. Please read this checklist carefully.

Serial Number	Document	
1	First page of Visa Application Form	
2	Photocopies of supporting documents only (no originals) in A4 size	
3	All documents separated into the relevant categories with <a href="#">title sheets</a>	
4	All documents secured with paper clips only, no staples	
5	Printed payment confirmation of scanning fee (£130)	
6	Contact Number filled below	
7	Email address filled below	
8	Delivery address for the return courier of documents filled below	

GWF Number: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Delivery Address:

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*All requirements above are mandatory. Sponsors/agents/representatives must ensure all information/documents are in the prescribed format before sending their documents. Applications received without the required information will be delayed.*